

AGREEMENT

This **Agreement** is made by and between, the **City of Taunton**, Commonwealth of Massachusetts, by its exclusive bargaining agent **Mayor Shaunna O'Connell**, hereinafter referred to as "The City," and **Christine Colocousis-Clymens, Treasurer/Collector**, hereinafter referred to as the "Treasurer/Collector"

Whereas, the City is desirous of obtaining the services of the Treasurer/Collector for the City of Taunton, MA; and,

Whereas, the Treasurer/Collector is willing to perform the duties of the position of Treasurer/Collector according to the terms and conditions of this contract and the current job description, hereto attached; and,

Whereas, the Treasurer/Collector will be considered a confidential, non-union employee of the City,

Now, therefore, in consideration of the promises, covenants, undertakings, terms and conditions herein contained, it is hereby mutually agreed by and between the parties hereto as follows:

DURATION OF THE AGREEMENT

This Agreement shall be effective beginning on the 14th day of February, 2022 and shall continue in full force and effect until the 30th day of June, 2023, or until such time that the Treasurer/Collector resigns, retires or is removed from this position. Re-appointment to the position of Treasurer/Collector shall be by and at the discretion of the Municipal Council, for a term not to exceed three years. In the event that the City Ordinance relative to the term of appointment of the Treasurer/Collector is amended, this contract shall be modified to conform with the Ordinance and to run co-terminus with the dates of appointment under the Ordinance.

MODIFICATIONS

The terms and conditions of this contract may be modified or amended only by a written agreement signed by both parties.

DUTIES

The Treasurer/Collector shall be responsible for all duties as described in the attached job description, the City Ordinances, and such additional duties related to the administration of City government as may be from time to time directed by the Mayor.

TIME & ATTENDANCE

The Treasurer/Collector shall devote a minimum of forty (40) hours per work week to the City of Taunton, and shall be expected to work, at a minimum, during the usual and customary hours that City Hall is open, and at such other times as are directed by the Mayor. The Treasurer/Collector shall report any scheduled or unscheduled absences to the Mayor. With respect to scheduled absences, the Treasurer/Collector shall notify the Mayor reasonably in advance. The Treasurer/Collector is an executive, administrative and/or professional position exempt from the overtime requirements of the Fair Labor Standards Act and it is the parties' intent that the position is not eligible for overtime.

DISCIPLINE OR DISMISSAL

The Treasurer/Collector shall be subject to a six (6) month probationary period where she may be dismissed during that time with or without cause. Thereafter, the Treasurer/Collector shall not be removed, discharged, dismissed, suspended or otherwise disciplined except for just cause.

HEALTH INSURANCE

The Treasurer/Collector shall be eligible for all health insurance coverage that is provided for all other city employees. The City Treasurer/Collector shall deduct the Treasurer/Collectors' share of her health, dental, and life insurance premiums from her regular paychecks. The Treasurer/Collectors' health insurance contribution shall be identical in percentage to the percentage contribution contained for all other city employees. Additionally, the Treasurer/Collector shall be eligible to participate in any voluntary/contributory benefit program offered to other general government employees.

PENSION

The present pension and retirement plans in accordance with Massachusetts General Laws, as amended and in effect in the City of Taunton, shall be applicable to the Treasurer/Collector.

PERSONAL DAYS

The Treasurer/Collector shall be entitled to five (5) days of paid personal leave each fiscal year. Said personal days may not be carried forward from one fiscal year into the next fiscal year. These days are redeemable for financial value upon leaving the employ of the City of Taunton up to a maximum of five (5) days.

COMPENSATION

Beginning the 14th day of February, 2022 the base salary for the position of Treasurer/Collector shall be One Hundred Thousand (\$100,000.00) Dollars annually per fiscal

year. The performance of the Treasurer/Collector shall be reviewed annually by the Mayor by March 1 and will affect potential salary increases. Any merit increase may be recommended by the Mayor and effective on July 1.

VACATION TIME

The Treasurer/Collector shall receive an annual allotment of 3 weeks of vacation. Said allotment shall be distributed up front for the first year of this contract and shall accrue at a fixed monthly rate thereafter. If the Treasurer/Collector does not use any portion of her vacation entitlement during a given fiscal year, she may carry over up to 1 time the annual allotment of unused vacation time from such fiscal year into the next fiscal year. There shall be a limit of 2 times the annual allotment of vacation time that may accrue to the Treasurer/Collector at any given time.

Upon the Treasurer/Collectors' retirement, death or termination of employment for any reason, the Treasurer/Collector shall redeem any unused and duly accrued vacation days at their then existing per diem value. The per diem value of each vacation day shall be one-fifth (1/5th) of the Treasurer/Collectors' regular weekly pay, not to exceed two times the annual allotment of vacation.

Vacation allotment will be reviewed upon renewal of contract.

The Treasurer/Collector, may, at her option, annually sell back up to two (2) weeks of vacation to the City. In order to exercise this option, the Treasurer/Collector must provide notice to the City by no later than February 15 with payment to be made within the same fiscal year.

PAID HOLIDAYS

The following holidays shall be paid holidays for the Treasurer/Collector:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
½ Day Good Friday	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	½ Day Christmas Eve
Juneteenth	Christmas Day
Independence Day	½ Day New Year's Eve

Any holiday declared by the City of Taunton or the Government of the Commonwealth of Massachusetts, shall be paid contractual holiday(s) for the Treasurer/Collector.

In the event that any of the foregoing holidays fall on a Saturday, the holidays shall be observed on the preceding Friday. In the event that any of the foregoing holidays fall on a Sunday, the holiday shall be observed on the subsequent Monday.

SICK LEAVE

- (A) The Treasurer/Collector shall be entitled to one and one quarter (1 ¼) days of sick leave with full pay, for each month of service. There shall be no limit to the number of unused days of sick leave that the Treasurer/Collector may accumulate. The Treasurer/Collector shall be entitled to her sick leave as it becomes earned.
- (B) The Treasurer/Collector may use up to (7) of her accumulated sick leave days per year for illness in her immediate family or household, which, for purposes of this paragraph, shall be construed to include spouse, children, parents and other persons regularly residing in the Treasurer/Collectors' permanent residence.
- (C) Upon the Treasurer/Collectors' retirement, death or termination of employment for any reason, the Treasurer/Collector, or in the case of her death, her spouse, designated beneficiary, next of kin or estate in that order shall redeem her unused accumulated sick leave days at their then existing per diem value in a lump-sum payment up to a maximum of four (4) weeks. The per diem value of each sick leave day shall be one-fifth (1/5th) of the Treasurer/Collectors' regular weekly pay.

BEREAVEMENT LEAVE

The Treasurer/Collector shall be allowed bereavement leave with pay upon the death of her spouse, or domestic partner, child, grandchild, brother, sister, parent, grandparent; or upon the death of the Treasurer/Collectors' spouse's child, parent, father or mother-in-law, brother, sister, grandparent or grandchild; or upon the death of a member of the Treasurer/Collectors' household. Such leave shall not exceed four days unless special permission is granted by the Mayor.

JURY LEAVE

The Treasurer/Collector shall be granted time off without loss of pay for services on any local, state, or federal jury, including a grand jury.

PROFESSIONAL DEVELOPMENT

Employees will be allowed to attend conferences, seminars and educational courses subject to the Mayor's prior approval for professional development and awareness, with pay and without loss of any recognized leave time. The City will furthermore reimburse the Employee for all reasonable expenses associated with attending said approved conferences, seminars and educational courses including but not limited to travel and subsistence expenses. The City also agrees to pay for any professional dues, literature subscriptions, test preparation classes/services, and examinations fees for the Employee's professional development and education. The provisions of this Section are subject to (1) advance approval of the Mayor which shall not be unnecessarily withheld and (2) the availability of funds which shall be determined and made known to the employee at the time of Mayor's approval.


SEVERABILITY CLAUSE

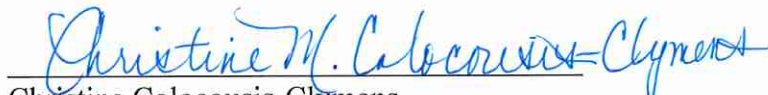
If any provision of the agreement is deemed illegal or unenforceable then it shall be stricken and shall not affect the remaining provisions of this contract, which shall remain in full force and effect. Should there be a conflict between this employment agreement and the terms of any municipal ordinance, the terms of the ordinance shall control.

ELECTRONIC SIGNATURE AND COPIES

The parties agree that to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature. Whenever they execute an electronic signature, it has the same validity and meaning as their handwritten signature. They will not, at any time in the future, repudiate the meaning of their electronic signature or claim that their electronic signature is not legally binding. This agreement may be executed in any number of counterparts, each of which when executed will be deemed to be an original, but all counterparts together shall constitute a single agreement. Any electronic copy, facsimile or other copy of this agreement may be treated as an original.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on this 15th day of February, 2022.


Shaunna O'Connell, Mayor


Christine Colocousis-Clymens
Treasurer/Collector

AS TO FORM AND CHARACTER:


Matthew J. Costa, City Solicitor

COLLECTOR/TREASURER

Definition:

The Treasurer/Collector is responsible for the overall administration, management, and operations of two municipal finance divisions which are the Office of the Collector and Office of the Treasurer.

Responsible for the collection, processing, record keeping, and enforcement of all municipal taxes, user charges including real estate, personal property and motor excise taxes, various license fees, water and sewer bills, parking tickets and other municipal receivables.

Responsible for the receipt, recording, custody, management, and disbursement of all municipal funds; and for the borrowing, investing and management of funds; including planning, issuance, and management of all municipal indebtedness both short term and long term and tax title accounts.

Supervision:

This position works under general supervision of the Mayor and the Council Committee on Finance and Salaries and policy direction of the Municipal Council as a Whole and indirectly to the Chief Financial Officer. This individual functions independently within the statutory and regulatory requirements of federal and state laws as well as applicable local ordinances.

Supervises employees within a collective bargaining environment.

May work collaboratively with other Department Managers.

Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

TREASURER: General duties are for the receipt, recording, custody, management, and disbursement of all municipal funds; for the planning, issuance and management of all municipal short and long term indebtedness.

Acts as custodian of all City monies and is responsible for establishing a system of internal controls that ensure all City monies are safeguarded and properly accounted for from receipt to disbursement; responsible for maintaining numerous bank accounts with appropriate financial institutions.

Solely responsible for the investment of City funds in a manner which achieves the objectives of safety, liquidity, and yield and manages all tax title accounts of the City.

Initiates tax foreclosure proceedings as outlined by Massachusetts General Law; basic knowledge of tax foreclosure required.

Prepares list of unpaid taxes to be established as tax title accounts, and adds subsequent year's unpaid taxes to existing tax title accounts.

Prepares, submits and administers the budgets for all health insurance and benefit plans, including FICA Medicare, group life insurance(s), health insurance(s) and related trust funds, deferred compensation plan(s), section 125 cafeteria plan(s), savings bonds, COBRA, principle and interest payments on all municipal debt, and the operating budget of the Collector/Treasurers Office.

Assembles requested documents, reports, and other information as requested by the City's outside independent auditors to aid in the City's annual audit. Train and assist staff with hardware/software matters that do not require assistance from the Automation Department.

Plan, structure, and issue all short-term debt and long-term bonds of the City while assuring compliance with all statutory, local, and regulatory requirements. Short-term debt includes tax anticipation notes, bond anticipation notes, and federal/state aid anticipation notes; cooperates and works with various agencies on bond counsel, rating agencies, bond insurance firms, the certifying bank, and underwriters; ensures compliance with the requirements of the MA Department of Revenue, the Securities and Exchange Commission, Internal Revenue Service, Bond Counsel, and the provisions contained in each special article/ordinance authorized by the Municipal Council.

Required to prepare and present revenue and expenditure histories and projections as assigned by the Mayor, Budget Director and Finance and Salaries Committee of the Municipal Council.

Supervises payroll operations having knowledge of all monthly, quarterly and year end taxes, retirement, W2's etc.

COLLECTOR: General duties are for the collection, processing, record keeping, and enforcement of all municipal taxes, user charges, parking tickets, and various other municipal receivables.

Responsible for the collection of all real estate, personal property, motor vehicle excise, boat excise, roll back, and conveyance taxes as well as various types of liens and betterments, all water and sewer usage fees, parking tickets, and all other accounts due to the municipality.

Develops, implements, and monitors a system of internal controls to insure accurate record keeping of each individual accounts receivable record as well as to protect the City from any procedural errors or irregularities; on an annual basis conducts 'tax taking' for all outstanding real estate taxes of the prior fiscal year. In conjunction with the City Solicitor, files suit and represents the City in small claims court for the collection of unpaid personal property, or boat excise taxes; required to mark unpaid motor vehicle excise taxes and unpaid parking tickets for non-renewal of drivers' licenses and/or registrations.

Segregates all water related collections (user fees, penalty interest, liens added to real estate tax, and tax title sewer liens) for proper credit to the water enterprise funds; submits all unpaid water, sewer, and other miscellaneous receivables to the assessors to add as a lien to the next annual real estate tax bill.

Works with and provides guidance to the building inspector, board of health inspectors in regards to the financial aspects to the betterment program for Title V septic system improvement; prepares certificates of municipal liens for property transfers, refinancing, or insurance settlements as requested.

Responsible for instruction and guidance regarding customer relations and customer service to office staff.

Must keep abreast of statutory and regulatory changes affecting the collection of taxes and ensure that staff is made aware of and instructed in the implementation of such changes. Required to keep abreast of technological changes, which can be utilized in the office.

Required to maintain a close working relationship with the Board of Assessors, the Department of Public Works, the Budget Director and the City Auditor, regarding the sending of tax bills, user charges, abatements, exemptions, various chapter land classifications, and deferred taxes. Ensures that bills are prepared and sent as expeditiously as possible to maximize investment income and to expedite cash flow.

Reports all receivables collected, abated, refunded, and outstanding must be prepared and submitted to the City's independent auditors to aid in their annual examination of City financial records; reports all collections on a daily/weekly basis to the City Auditor; ensures monies are credited in the Treasurer division; reconciles all outstanding receivables to the records of the City Auditor.

Responsible for the implementation and monitoring of the credit card payment program; for the implementation and monitoring of the direct debit payment program; and to research, evaluate, select, and oversee the implementation of the accounts receivable computer programs(s) for the office.

Minimum Qualifications:

Education and Experience: Bachelor's Degree in Accounting, Economics, Business Administration and/or related field; and/or broad experience in municipal financial management within a computerized windows environment, Masters in Business Administration preferred. Minimum of five (5) years of municipal finance management experience preferred. Certified Treasurer/Collector preferred.

Must demonstrate track record of high level responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Knowledge, Ability and Skill: Must possess knowledge of postal regulations and various postal rate discount programs that are available; requires current knowledge of banking institutions' financial condition, as well as knowledge of various investment alternatives that are permissible for the municipality; knowledge of various banking services and products that are available and the ability to select the product or service that meets the needs of the town at the lowest possible cost.

Extensive knowledge of MGL Chapter 60, 60A, 60B, 61, 61A, 61B, 41, 44 and associative general laws relating to municipal taxes and charges; the ability to perform various accounting functions such as balancing, recording, and reporting over a broad range of accounts and funds.

Requires the ability to deal in an effective and courteous manner with members of the general public on a daily basis. Ability to establish and maintain effective working relationships and work cooperatively with department managers, staff and elected or appointed officials. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Knowledge of and the ability to use commercial computer software programs such as word processing, spreadsheet, data base, and communications packages; knowledge of department specific software programs; knowledge of public records law regarding the public's right to inspect and copy records in the custody of

the office, including knowledge of retention periods for all records and the process and requirements for disposition.

Knowledge of technological developments for the purpose of investigating the possibility of how they potentially may be utilized to increase operating efficiencies or service level to the public.

Must possess extensive knowledge of specific billing, collection, enforcement statutes, local ordinances, and procedures of each of the various taxes and receivables collected; knowledge of federal and state tax matters as well as numerous employee benefits; knowledge of employee benefits and their administration.

Familiarity with federal and state income tax laws relating to withholding of and reporting of such taxes as well as the preparation and filing requirements of various quarterly and annual documents and reports.

Physical Requirements: Minimal physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations. Must be able to climb stairs and lift 30 pounds.

Special Conditions: Background check with CORI required. Must be bondable.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the department and requirements of the job change.